



Non-Merit / Unclassified Example 12:040 Letter (Due to Agency Reorganization)

Note: The agencies headed by an elected official do not require this form.

THIS DOCUMENT SHOULD SERVE ONLY AS AN *EXAMPLE* OF WHAT A NON-MERIT/UNCLASSIFIED 12:040 LETTER SHOULD LOOK LIKE. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE SUBMISSION.

[DATE OF LETTER]

The Honorable Matthew G. Bevin
Governor of Kentucky
State Capitol Building
Frankfort, KY 40601

Dear Governor Bevin:

As provided in KRS 12:040, this is to request your approval of the transfer of [NAME OF EMPLOYEE] in the position of [TITLE OF POSITION] for the [DEPT, OFFICE NAME] to the position of [TITLE OF POSITION] for the [DEPT, OFFICE NAME] to be effective [DATE OF REORGANIZATION]. This action is necessary due to an agency reorganization as specified in Executive Order [NUMBER].

Sincerely,

[APPOINTING AUTHORITY'S NAME]
[TITLE]

APPROVED:

Matthew G. Bevin
GOVERNOR OF KENTUCKY